



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FEDERAL PROGRAM COORDINATOR

Job Number: 20001592

Job Code: 82330V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates all functional aspects of the Kentucky State Clearinghouse and coordinates comprehensive reviews of state plans as submitted by state agencies, OR independently provides overall administrative direction and coordination in the review of federal program grant applications. Reviews grant applications for expected state impact and determines the compatibility of proposed activities with existing state policies and plans; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of administrative experience of which two years must have been in the preparation, research and planning, budgeting or administration of state and/or federal grants-in-aids.

Substitute EDUCATION for EXPERIENCE:

A master's degree will substitute for one year of the general administrative experience.

Substitute EXPERIENCE for EDUCATION:

Additional grant-in-aid related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides technical assistance and training for all state agencies, local school districts and Area Development Districts. Assists the Commissioner's Office in formulating policy relating to state and federal statutes and regulations. Reviews federal program regulations for compliance with State Clearinghouse procedures. Develops and monitors specified work scope contained in Kentucky's Joint Funding Administration. Assists in analyzing federal programs and federal legislative policies as to their impact on the Executive Budget. Coordinates gubernatorial review of state plans pursuant to federal regulations. Attends meetings and develops close working relationships with federal, state and local officials. Responsible for developing and maintaining a functional system whereby all information is made available for consideration in state planning and budgeting efforts.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.